



KALINGA COLLEGE OF COMMERCE

4/330, Samantarapur, Bhubaneswar-2

APPLICATION FOR CLC

To

The Principal,
Kalinga college of Commerce,
Bhubaneswar-2.

Sub: To issue college leaving/ Transfer certificate.

Dear Sir,

Please furnish the Leaving / Transfer Certificate of my child/ward or mine, details of whom are given below.

Name _____

Admission Batch _____ Class _____

College Roll No _____ University/CHSE Roll No _____

Division _____.

Reason for leaving _____

Full Signature of the Student

Date:

Full Signature of Parent / Guardian (For +2 Students)

Date:

FOR THE USE OF COLLEGE OFFICE

College dues have been paid:

_____ Accounts-in-charge

Hostel dues have been paid:

_____ Accounts-in-charge

All books have been returned:

_____ Library-in-charge

Name has been cancelled from class register:

_____ Office-in-charge

The college Leaving Certificate may be Prepared:

_____ Principal, KCC

1. Leaving certificate will be issued only after all dues are cleared and application verified.
2. Leaving certificate will be issued only to the applicant.
3. Leaving certificate would be sent by Regd. Post at applicant's cost, if desired and requested in writing.
4. Leaving certificate will be issued after surrender of College Identity card and Library card in original.